



American Institute of Aeronautics and Astronautics

**SECTION ANNUAL REPORT
AND
OUTSTANDING SECTION AWARD
NOMINATION FORM**

Revised 1/02

GENERAL INFORMATION: SECTION: Houston REGION: IV DATE: 30 June 2003	SECTION SIZE: (as of 1 June of the Section year) _____ VERY SMALL _____ SMALL _____ MEDIUM _____ LARGE _____ X VERY LARGE (AIAA Staff will verify Section Size Category)
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Please type or print neatly. One (1) copy of this form and supporting materials should be sent by e-mail, postal mail or fax to:

Olatunda Martin
AIAA
2221 Rosecrans Ave, Suite 227
El Segundo, CA 90245
Fax: 310/643-7509 E-mail: olam@aiaa.org

The Annual Report is the Business Report for the Section and must be received before a Section can receive its rebate for the next year. Please attach any supporting materials you may have, such as newsletters, programs, advertising, etc., describing the Section's activities. **The complete package should not exceed 10 pages.** The award period covers those events and activities between 1 June ____ – 31 May _____. **The nomination deadline date is 30 June ____.** Nominations received after 30 June ____ will **not** be considered for the award.

SUBMITTED BY: Name: Nicole Smith Section Officer Position: Chairperson Address: 2350 Bagby Street #14307 Houston TX 77006 Telephone Number: 832.722.5796	SECTION CHAIRMAN: Name: Nicole Smith Address: 2350 Bagby Street #14307 Houston TX 77006 Telephone Number: 832.722.5796
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HIGHLIGHTS OF MAJOR ACCOMPLISHMENTS THIS YEAR

- Took leadership role in organizing, supporting, and attending **World Space Congress 2002** and its associated events.

- Continued to implement the **Integrated Communications Strategy** by establishing new email listserves and website that has far more capabilities than the current site.
- Hosted and organized the **Region IV Student Paper Conference**.
- Developed a section Public Policy message and sent four officers to **Congressional Visits Day 2003**.
- Four officers attended **RLC 2002** and several more are preparing to speak on invitation at **RLC 2003**.
- Hosted a very successful **Mid-Level Professionals' Workshop** in November 2002.
- Continued our outstanding support of **Aerospace Education** activities.
- **Sustained total membership** (professional + NEA + students) at 800+ members.
- Celebrated the **Evolution of Flight** through several activities, including the NASA-sponsored Nagadoches Fly-In and several pre-college activities.

SECTION ORGANIZATION

1. List the names of the Section Officers

Chairperson: Nicole Smith
 Chair-Elect: Michael Oelke
 Past-Chair: Darby Cooper
 Vice Chairperson (Ops): Sophia Bright
 Vice Chairperson (Tech): Shirley Brandt
 Treasurer: Brenda Weber
 Secretary: Padraig Moloney
 RAC Representative: Nicole Smith

Membership: Henry Schmidt
 Public Policy: Chad Brinkley
 Education: Joy Conrad King
 Honors and Awards: Rakesh Bhargava
 Young Professional: Brad Files
 Career Enhancement: J.R. Reyna
 Programs: Walter Haufler, Norm Chaffee
 Newsletter Editor: John Keener

2. List the names and titles of any additional members of the Section Council:

All those listed above plus **10 elected Councilors**:

William Atwell	Glenn Jenkinson	Russ Filler	Walter Haufler	Dr. Merri Sanchez
David Lechner	Elizabeth Bloomer	Brian Lund	Steve King	Dr. Siviram Arepalli

Plus other **appointed Executive Council Members**:

College and Co-op: Dr. John Valasek	Scholarship: Dr. Suzan Voss	Publicity: Steve King
Evolution of Flight: Russell Filler	Webmaster: Glenn Jenkinson	

And **10 Technical Committee Chairs**:

Astrodynamics: Dr. Albert Jackson	Automation & Robotics: Dr. Zafar Taqvi
In-Space Imaging: Dr. Kamlesh Lulla	Communications & Tracking: Dr. Zafar Taqvi
International Space Activities: Dr. Zafar Taqvi	Extravehicular Activity: Bill West
Guidance, Navigation & Control: Douglas Yazell	Propulsion: Guy Thibidoux
Safety, Reliability, & Quality Assurance: Pete Scobby	Life Sciences & Space Processes: William Atwell

3. **Number of council/officer meetings held during the year** **10** council meetings and several other officer meetings
 Average Attendance **12**

4. **Percentage of membership voting in last election of Section Officers** **10%**

5. **Number of officers attending the Regional Leadership Conference** **4**

6. **Estimated membership located within 45 min of the meetings** **95%**

7. **List any activities targeted at officer training or development:** **Annual Leadership Retreat, held Saturday, 14 September 2002, from 8:00- 1:00 pm.** The retreat provided an opportunity for the leadership of the section to learn more about AIAA from a national, regional, and local perspective, as well as to brainstorm and plan activities for the coming year.

8. Number of members/officers attending Congressional Visits Day: **4 members, 3 were officers.**

9. Number of Chapters within the Section: **0** Number of chapter members: **0** and name of chapter(s): **N/A**

MEETINGS, PROGRAMS AND EVENTS

1. **Describe the Section's general meetings. Include date, speaker, organization, topic, attendance, location and any joint sponsorship.** *7 general dinner meetings were held with an average attendance of 43. Four special luncheons/dinners were held in conjunction with the Student Paper Competition.*

- **Note:** Due to the significant support of the membership in planning and attending the **WSC 2002** events, no general meetings were held in the fall of 2002.
- December 2002: Holiday Party Social and "Apollo 13" movie viewing at NASA Gilruth Center. 25 attended.
- February 11, 2003: Dinner program sponsored by Boeing, featuring Boeing's **Michael Mott** speaking on "**Boeing's Civil Space Programs**", 48 attended including 14 members of the Texas A&M Student Branch. Special guests included astronauts Bonnie Dunbar and Brewster Shaw. Held at Boeing's Tower II facility.

- February 27, 2003: Dinner program with AIAA Distinguished Lecturer **Dr. Roger Lanius** speaking on “**Human Exploration of the Moon and Mars**”, 54 attended. Held at NASA’s Gilruth Center.
- March 24, 2003: Dinner Program with **Dr. Alan Tribble** speaking on “**The Space Environment: Implications for Spacecraft Design**”, 34 attended. Held at NASA’s Gilruth Center.
- April 3, 2003: Dinner program with **Larry Bell**, Sasakawa International Center for Space Architecture (SICSA), gave a welcome and tour of the SICSA facilities. 25 attended (17 were students), held in conjunction with the **Student Paper Competition** at the University of Houston.
- April 4, 2003: Lunch program with **Dr. Charles Justiz**, NASA JSC test pilot, speaking on the “**Risk Mitigation in Test Flight**”, 47 attended (41 students), held in conjunction with the **SPC** at the University of Houston.
- April 4, 2003: **SPC** dinner program with Young Professional Forum, 35 attended (31 students). Held at the University of Houston.
- April 5, 2003: **SPC Awards Luncheon** program with **Dr. Alex Ignatiez**, Director of TcSAM, speaking on “**Texas Center for Superconductivity and Advanced Materials (TcSAM)**”, 42 attended (35 students). Held at the University of Houston.
- April 21, 2003: Dinner program with **Dr. David Criswell** speaking on “**Solar Power Via the Moon**”. 46 attended. Held at NASA’s Gilruth Center.
- May 13, 2003: Dinner program with **Dr. Dwayne Day** speaking on “**Spy Satellites in the Early Cold War**”, 43 attended. Held at NASA’s Gilruth Center.
- June 19, 2003: **Annual Awards Banquet** with AIAA Distinguished Lecturer **Dr. Jack Bacon** speaking on “**The Big Picture: How Aerospace Shapes Society and Vice Versa**”. Estimated attendance of 55. Held at NASA’s Gilruth Center.

2. Describe any young professional oriented programs, meetings or activities.

- The young member committee provided a significant portion of the staff for the **Region IV Student Paper Competition** on April 6-7, 2000, including the Organizing Chair and several written and oral judges. Also, this year’s Region IV Student Paper Conference included a panel of four Houston Section YPs. The YPs had very diverse backgrounds, having come from all over the country from varying university programs, levels of education, and different ethnicities. Two of the YPs work in operations, a third works in engineering, and the fourth is a consultant for Accenture. Because of the variations between the YPs, the panel gave the students a lot of food for thought. After the panelists briefly introduced themselves and talked about how AIAA has helped them in their careers, the floor was opened to questions from the SPC students, about fifty students in all. The students were really excited and asked questions for nearly two hours straight. Their questions ranged from whether or not to go to grad school to pursuing technical fields to interview and resumé advice. Afterwards, the YPs and students shared pizza and chatted off-line about careers and life in general.
- Young Professionals are actively encouraged to write papers and to present them at the local symposiums, such as our **Workshop on Automation and Robotics (WAR) and INNOVATIONS 2003**. Young Professionals wrote a large number of the papers presented at WAR/INNOVATIONS, and one YP made the welcoming speech for the workshop’s kickoff ceremony.
- We strongly encourage young member involvement, and had **12 young members on the Executive Council** this year holding various positions, including Chairperson, Chair-Elect, Past-Chair, Secretary, Treasurer, and Vice Chair - Operations. We also elect at least one Young Member Councilor to make sure that YPs receive equal representation.
- YPs were very active in the **World Space Congress 2002** preparation and execution, especially with the Education Task Force and Young Professional exhibit. Houston YPs were integral in developing, setting up, and staffing the YPC booth. Houston YPs also staffed the Education booth for the majority of the event and organized the pre-college events held at University of Houston. Several Houston YPs attended the **Space Generation Summit**, which was held concurrently with the WSC 2002.
- The Houston Section YPs hosted an **Ideal Fluids Workshop** (a.k.a. Happy Hour) at a local NASA hangout. The event was widely publicized and many of the attendees were non-AIAA members who were interested in learning more about joining AIAA and the Houston Section. Several potential members joined after attending the social. (see attached flyer)
- The Houston AIAA Young Professionals helped to host a **Mid-Level Professional’s Workshop** for young and mid-level professionals in the NASA JSC community on November 16, 2002. 55 professionals (30 young professionals) from the JSC community (both AIAA and non-AIAA) attended the event. The event was sponsored in part by United Space Alliance, and the attendees’ price for the event was \$20 (most YPs’ employers paid the registration fee). The price is kept low to allow affordability for any YPs that wish to participate but do not have corporate support. Approximately six new members joined AIAA as a direct result of this event.

3. Describe any career enhancement programs, meetings or activities.

- Our **Executive Council Leadership Retreat** held on 14 September 2002 was our major career enhancement activity for the Section leadership. The retreat was a *leadership-training event*, focusing on teaching leadership, motivational, and teamwork skills. We also reinforced the differences in working in a volunteer organization. We addressed section and individual goals,

and the responsibilities of each member. The retreat provided an opportunity for the new leadership to learn more about AIAA from a national, regional, and section perspective and to brainstorm ideas for activities for the coming year.

- Multiple Section members actively participated on the **Houston Organizing Committee** for the WSC 2002. This helped to develop these members in the area of running large-scale conferences. Houston Section members also organized the **WAR/Innovations** conference that is held annually at the University of Houston – Clear Lake. Members also networked during WSC 2002 with professionals from their own technical arenas and all over the world by submitting and presenting papers, attending receptions, working in the exhibit hall, hosting educational events, and while planning, executing, and attending associated programs.
- The Section continues to maintain an audio- and videotape library for members to checkout for professional development. The library contains tapes on management skills, professional development skills, public speaking, technical courses, team building, etc.
- The AIAA Houston Section organized and sponsored a **Mid-Level Professional's Workshop**, which was held Saturday November 16 at the NASA/JSC Gilruth Conference Center. 55 participants attended the half-day workshop, which was sponsored in part by United Space Alliance. The sessions offered were: Financial Planning, Working With International Partners, Promotion Training and Personal Development, Role of Physical Fitness in Employee Health, Career Path Options: Technical or Management, and Coaching for Performance & Personal Development. At the conclusion of the morning sessions, the participants were invited to a panel discussion lead by key leaders and mentors in the NASA/JSC aerospace community, and moderated by Susan H. Garman, Associate Director (Management) at NASA/JSC. The activities for the day were brought to a very exciting and motivational end with AIAA Distinguished Lecturer and accomplished motivational speaker Jack Bacon, Ph.D., PE. Dr. Bacon, having sat through the morning sessions and the panel discussion, was able to reference examples and techniques mentioned by the earlier presenters to support his presentation.
- The Section has a close relationship with University of Houston – Clear Lake and **advertises MA degrees** within the Section. We send emails with details of how to register for the new MA in Space and Exploration Studies courses and also advertise the degree on the Section website.
- The Section has taken on active **mentorship** of young members. Many of the Section's senior members meet regularly one-on-one with the Section's YPs to talk about career paths and options at JSC and in the aerospace industry. Some of the more experienced YPs have been taking new YPs under their wings as well. It is helpful for YPs to get perspectives from members who are in different stages of their careers.
- Four officers attended the **Regional Leadership Conference** in Indianapolis, IN, in July 2002. This conference continues to be one of the best training opportunities offered by AIAA in both leadership and AIAA specific topics. All of the officers left the meeting with renewed enthusiasm and motivation. Several of our officers have been invited to speak at RLC 2003 based on their work and experiences during their tenure as officers in the Houston Section.
- The Section has hosted a variety of Events that provide career enhancement to our membership. Many of these events are **Lunch n Learns**, which are offered free during the lunch hour and in a convenient location on-site. The Section also maintains an active relationship with its congressional leaders via Congressional Visits Day, and has become a **point of contact for local space policy information** to two local congressmen, a subject that affects nearly all of our members' careers.

4. Describe your most unique meeting or program based upon subject, format, location, etc. The **World Space Congress 2002** was definitely the most unique program/event that we had this year. Although the event was hosted by AIAA National, the Houston Section was a key player in the organization and implementation of many of the events. Over 13,000 attendees from all over the world attended WSC 2002. Houston Section members worked on the Houston Organizing Committee to plan many of the associated events. Houston Section members ran the Education Task Force, which developed incredible educational programs that reached over 6,000 students and teachers! (See Education Activities section for more information.) Houston YPs designed and helped to staff the AIAA Young Professional Committee exhibit and coordinated YP events with the Space Generation Summit attendees. Other Section members staffed the Wright Flyer exhibit and the Educational exhibits, as well as their own companies' exhibits. Members gave technical papers and attended numerous plenary events as well. The Houston Section had been working on the planning committee for this event for two years, and it was exciting to see all of our hard work come to fruition.

5. Describe each **SPECIAL EVENT** held this year. Please include the following: (1) goal, purpose and topic of the event, (2) target audience, (3) type of publicity, (4) company support, if any and (5) if the event attracted new or student members.

- The **Mid-Level Professionals' Workshop** was held in November 2002. Although we had previously hosted two YP-oriented Career Planning Workshops, this was the first one geared towards helping to develop the careers of professionals who have been in the workforce for 8+ years. Approximately 50 professionals from all types of backgrounds and corporations turned out for the event. The event was widely publicized via all types of media, and United Space Alliance sponsored the event. Most of the attendees were members, but approximately 6 non-members became members after attending the event.
- The Houston Section hosted a **Holiday Party** in lieu of a December dinner meeting. Attendees gathered together to socialize and relax during this busy time of year, ate snacks, and watched "Apollo 13".

- The Houston YPs hosted an “**Ideal Fluids Workshop**” (a.k.a. **Happy Hour Social**) at a local NASA hangout. YPs from all over NASA got together to tell stories and compare notes on their respective jobs. Several YPs joined AIAA following the event.
- Houston AIAA members supported NASA’s **Fly-in** in Nagadoches, TX in April 2003 (which was hosted to thank community for help with Columbia debris search). Members flew their personal planes up to Nagadoches, set up an AIAA information booth, and handed out freebies and membership applications. Several people expressed interest in becoming members of AIAA.

MEMBERSHIP ACTIVITIES

1. Describe membership retention activities. We focus on **keeping our membership informed** through monthly newsletters, an up-to-date current website, and email notices of special events. Our newsletters are offered in either paper or electronic form, depending on the member’s preference. We include a schedule of our events, summarize our recent activities that they might have missed, and include articles pertinent to section interests and to national AIAA plans and programs. We notify members of events through **10 display boards** located in the key office building of the area, through **posted flyers**, and through articles in both the local **corporate electronic and paper newsletters and bulletin boards**. We **call new members** to welcome them to the Section, verify their contact information, and invite them to the next Section event, as well as **call and email past due members** to encourage them to renew their memberships. The Section Chair writes **letters to the supervisors of members** who have done notable service for the section, and wrote emails inviting all 25-, 40-, and 50-year members to the Awards Banquet to receive their certificates and membership pins. Free dinners were provided to the 25-, 40-, and 50-year members, as well as any members who received Regional or National awards, and all were recognized during the Annual Awards Banquet. Our Webmaster has completely revamped the look of our **website**, and frequently updates it to keep it current.
2. Describe membership drive (recruitment) activities and results. We participated in the HQ **Trial Membership** campaign by sending trial membership forms to several potential members who we had identified as already active with the Section, place membership applications in a box fastened to our **10 display boards** located in key buildings, include **articles in newsletters** describing membership programs, put up a **tabletop display** at all events, including promotional materials on AIAA, membership applications, the current newsletter, and contact information for our officers, send copies of our newsletters and event flyers to key senior managers in the local area, and have easy to use **links on our web page** to help prospective members find membership information and forms.
3. Describe activities to encourage member upgrades. Number of upgrades to Senior, Associate Fellow, or Fellow (% of section membership). The Section Chair and Honor and Awards lead contacted every member eligible for upgrade to **Senior Member** and provided them with the details on how to upgrade. This year, 6 members were upgraded to Senior Member. A total of nine members have been upgraded to Associate Fellow and one member was upgraded to Fellow during the course of this year. Several more nomination packages are in work to upgrade members to Associate Fellow or Fellow this autumn. We recognize our upgraded members at our dinner meetings and in our newsletters.
4. Describe any new or revamped service(s) provided to the membership. The Section Chair personally called most of the new membership to welcome them to the Section, make sure that their information was up-to-date, and invite them to the next program or meeting. The Vice Chair of Operations called members whose memberships were about to lapse to remind them to renew.

HONORS AND AWARDS

1. Describe any local section awards given to members and supporters.
 - Mike Oelke was honored for his work in coordinating the Region IV Student Paper Conference.
 - Norm Chaffee, Walter Haufler, and William Atwell were given awards for **Continuing Service** in support of section activities.
 - Douglas Yazell, Glenn Jenkinson, and Wayne Rast were given the **Special Service Award** in support of section activities.
 - J.R. Reyna, Paula Smith, Brad Files, and Steve King were given the **Service Recognition Award** for outstanding support in organizing and executing the Mid-Level Professionals’ Workshop.
 - Sophia Bright was given the **Outstanding Service Award** for her tireless work as Vice Chair of Operations.
 - Four local high school students were given awards for creating a gorgeous poster in honor of the celebration of the Evolution of Flight.
2. List members nominated for AIAA or regional honors and awards. Please include (1.) nominee's name, (2.) award, and (3.) status.

- Merri Sanchez, Joe Mayer, John Valasek, and Joy Conrad King received **Special Service Citations** from Region IV.
- A nomination package is in process to nominate Douglas Yazell and William Atwell for the Clear Lake Council of Technical Societies **Technical Person of the Year** award
- A nomination package is in process to nominate Dr. Bonnie Dunbar for the Clear Lake Council of Technical Societies **Technical Educator of the Year** award
- The Section recognizes our anniversary members during our Annual Awards Banquet. These members are Associate Fellows (AF) and Senior Members (SM). This year we recognized three 50-year members: Reginald Machell (AF), Donald Reisert (SM), and Floyd Bennett (AF); three 40-year members: Chester Vaughan (AF), Eleuterio De LaGarza (SM), and Ronald Elkins (SM); and nineteen 25-year members: John Lounge (AF), Kumar Kirshen (AF), Jenny Stein (AF), Stephen Elsner (AF), Stanley Bouslog (AF), Loren Shriver (AF), Lubert Leger (AF), Carolyn Conley (AF), Shirley Brandt (SM), Anthony Marino (SM), Henry Rotter (SM), Frank Baiamonte (SM), Charles Mallini (SM), Burton Joosten (SM), Norman Hale (SM), Patrick O'Neill (SM), Brian Todd (SM), Henry Kaupp (SM), Peter Cerna (SM).

3. Describe the purpose and criteria for selection of any new awards established this year. None

TECHNICAL ACTIVITIES

1. Describe local technical committees, their function and activities for this year. We have 12 local technical committees, which include: Astrodynamics, Automation & Robotics, In-Space Imaging, Communications & Tracking, International Space Activities, Extravehicular Activity, Guidance, Navigation & Control, Propulsion, Safety, Reliability, & Quality Assurance, History, Systems Engineering, and Life Sciences & Space Processes. Nine **Lunch N Learns** were held by various TCs during the course of the year and were advertised widely in the community. Each Lunch N Learn was free and was held during lunchtime on a workday to promote attendance. The topics included presentations such as: “**NASA Food Systems: Past, Present, & Future**”, “**The Flower Constellations: Continuous Coverage with Repeating Tracks**”, “**Geometry of Sun Tracking from Earth Orbit and Related Orbit Simulation Initialization**”, “**Space Architecture – UH Graduate Program**”, as well as many others.

2. Describe any technical symposia and short courses not described in detail elsewhere in this report. The Section was actively involved in many levels during **World Space Congress 2002**. Members networked with professionals from their own technical arenas by submitting and presenting papers. They also worked with aerospace professionals from all over the world during receptions, while working in the exhibit hall, at educational events, and while planning, executing, and attending associated programs. Also, Section members were actively involved with the planning and implementation of the **WAR/Innovations 2003** workshops (as well as presenting papers at these events).

3. How many local members are members of an AIAA Technical Committee and describe how they interacted with the local section or local technical committee. 33 of the Houston Section members are also members of an AIAA TC. They supported Houston Section **Lunch N Learns**, **WAR/Innovations 2003**, and **WSC 2002** by giving presentations or by simply attending. Other TC members did educational events such as the **Mars Settlement Design Competition**, where they led teams of students or gave technical briefings to the students to aid them in their design capabilities.

EDUCATION ACTIVITIES

1. List the student branches within the section and describe any section activities related to these branches. Both Texas A&M and the University of Houston are extremely strong, active branches within our Section, but Rice University also has an active group of students. Texas A&M and UH jointly hosted the Region IV Student Paper Conference with the Houston Section. TAMU hosted the website and handled the online registration and UH physically hosted the SPC at their campus. Students from all three universities actively participate in dinner meetings and section events throughout the year. We actively advertise events with the NASA and contractor co-ops and frequently have co-ops attend our meeting and events as well. Several YPs from the Section traveled to TAMU for their Annual Awards Banquet, and the TAMU student branch advisor (Dr. John Valasek) is also the College and Co-Op Chair for the Houston Section, which facilitates planning of joint events.

2. Describe actions taken to establish new student branches. Work continues to build relationships with the Rice University students and students are kept informed of Section activities. The Section Chair traveled to Rice to talk with the Space Astronomy and Physics students about activities within AIAA and at the World Space Congress 2002 and has met with Rice undergraduate engineering students to discuss plans for possibly integrating the Rice students into the UH student branch until Rice has enough membership to establish its own branch.

3. Describe involvement of section with the regional student conference. The General Chair and members of the organizing committee for the Region IV SPC are all members of the Houston Section. The GC contacted local aerospace corporations for funding and worked with Texas A&M and University of Houston students to solicit student papers and coordinate registration and events. One of the events that were held during the conference was a panel of Young Professionals, all from the Houston Section. All of the SPC judges were members of the Houston Section.

4. Describe any professional continuing education programs. The continuing education programs that are offered by the local section are in the form of the Lunch N Learns that are sponsored by the TCs. Our career enhancement officer has written articles for the Horizons newsletter. As mentioned earlier, we also conducted a Mid-Level Professionals' Workshop, which focused on professionals who had been out of school for eight years or more, and offered several sessions that would give them an edge in their respective roles in their professions. We also focus on leadership during our Annual Executive Council Retreat, as mentioned in the previous sections.

5. Describe any precollege outreach programs instituted/continued this year.

The Houston Section focused most of their educational outreach on the activities centered around **World Space Congress- 2002 (WSC)**, which was held in Houston Oct.10-19, 2002. The series of educational events aimed at teachers, students, and the general public consumed a significant number of section members in planning and conducting. The events also enriched the educational outreach capabilities of the Section by developing new partnerships with universities, colleges, school districts, educational foundations, government, aerospace companies, other technical companies, and businesses in the Houston area interested in developing the math and science skills of the area students and teachers. This included becoming an "Industrial Partner" with the Houston Area Technology Advancement Center. A Houston Section member was the General Chair, WSC Educational Activities and led the Educational Task Force in planning and conducting the events. Through the efforts of the task force, approximately \$250,000 in dollars and in-kind donations were raised to fund the events. Many of the sponsors were from non-traditional sources such as universities, colleges, school districts, foundations, banks, small businesses, etc. Through the generosity of the sponsors and the hard work of our volunteers we were able to touch over 10,000 K-12 students and teachers, college students, and individuals interested in supporting educational outreach! And the most amazing thing happened during WSC...the majority of the press coverage of entire WSC in the local Houston papers focused on education, with an article on our activities every day of the Congress! Our complete set of WSC activities included for K-12: Space Rocks! Kids Festival, Mars Rover Project Competition, Distance Learning; for College: Student Poster Session, European Student Outreach, Student Party, Distance Learning; for Educators: Make Space for the World's Kids, Houston Science Educator Enrichment Day, Education Media Theatre/Education Booth; and for Educational Leaders: an Education Reception, and a formal Education Dinner.

The National Engineering Week Texas-Houston Regional **Future City Competition** was held on Saturday Jan. 18th with 28 schools from the Greater Houston area competing. 7th and 8th grade students started the project in the Fall designing a computer city model with SimCity 3000 then fabricating a 3-D model of the city. The students had to plan for all aspects of a community such as zoning, infrastructure, and human resources. They were also required to write a 100-200 word abstract describing their city and a 300-500 word essay solving an engineering problem. On the day of the competition, students presented their city to a panel of judges. Winners received an all expense trip to Washington D.C. for the National competition. The Houston Section contributed volunteers and \$250 to sponsor the Best Space-Based Design award.

The Fifth Annual **Mars Settlement Design Competition** was held Feb. 21 – 23, 2003 at the Johnson Space Center. 157 high school students representing 54 different high schools attended. The students spent the weekend divided into 4 'companies' writing a proposal for a futuristic settlement on Mars. This year's scenario was for a settlement of 19,000 residents in the year 2063. At the conclusion of the weekend, each company gave a presentation outlining how they would fulfill each aspect of the job requirements. A Houston section member led the organization of the event, and members volunteered as company CEOs and technical advisors, and our Section treasurer handled the finances for the event.

The Houston Section gave out our own award at the **44th annual Science and Engineering Fair of Houston** Mar. 27-29. This fair is one of the largest of its kind and draws regional winners from 16 counties. Each year there are about 1200 entries from grades 7-12. The Section judged and gave out prizes to the best aerospace project in the Junior, Ninth Grade, and Senior divisions. The awards this year were books reviewing the last 100 years of flight signed by NASA astronaut Jim Voss, AIAA t-shirts, posters, balsa wood gliders. The titles from this year's winners are: International Space Travel, How High Can You Fly?, and "Fin"tastic Rockets. The Section also contributed \$150 to the Fair organizers.

6. Number of Educator Associates in section, number added this year and any section actions targeted to encourage involvement of Educator Associates. The Section has 120 Educator Associates! Most of these NEAs were brought in during the WSC 2002 education events, most of which were completely organized by Houston Section members. One of our NEAs even upgraded to a full professional membership so she could become the Region IV Deputy Director of Pre-College! NEAs

are extremely active within the Section since we host so many educational events and help the NEAs with many of their own events.

7. Does your section have a scholarship fund? Describe number and amount. The Section has a scholarship fund, called “The Spirit of Apollo Scholarship”. At least one scholarship is given each year. \$1000 is given to each scholarship winner and divided equally between two semesters.

PUBLIC POLICY AND COMMUNITY OUTREACH

1. Describe activities that inform the public and section members and activities that support government officials. The Section supported the **World Space Congress 2002** through promotions in the Horizons newsletter, during our dinner meetings, local newspaper articles, radio segments, and calls for volunteers. Local media interviewed Section members about AIAA, WSC 2002, and aerospace in general. We were especially integral with the planning and implementation of the **WSC 2002 educational events**, which reached a few thousand pre-college students and teachers. Many of our Section members helped to staff **exhibits**, including the Wright Flyer, AIAA Young Professional Committee, and AIAA Pre-College and Educational Task Force exhibits. We utilize our large AIAA Houston Section **Display Board** at events we co-sponsor or participate in to help promote the value of aerospace. On the Board, we place articles and/or pictures explaining recent aerospace achievements, legislative reports highlighting the status of NASA funding, or recent AIAA activities related to Public Policy such as **Congressional Visits Day**. The Section had a **trial membership campaign** sponsored by AIAA National. Through this campaign we were able to provide free memberships to new members for a nine-month trial period. We continue to work with our **Educator Associates** to help inform them of aerospace opportunities through events such as “Physics is Fun” day and by participating in teacher conferences in the area to help inform them of aerospace opportunities. This includes displays of AIAA activities and mission statements.

We supported several **local public educational functions** such as Future City Competition, Mars Design Settlement Competition, and Science Fair judging, as well as “Physics is Fun” days. We sponsored a team of students in the **FIRST Robotics Competition**. The **Fifth Annual Mars Settlement Design Competition** was held on February 21st-23rd of 2003, with 157 students spending the weekend at NASA designing a futurist settlement on Mars. The kids had real life experiences in management and working with others toward a single goal. The Houston Section handled registration, and had members supporting the events in multiple roles. Our members spoke to classes during local **National Engineers Week** about the space program and aerospace opportunities. Houston Section AIAA members served as judges to **44th Annual Science and Engineering Fair at Houston** this year. The Section sponsored the three **Best Aerospace Awards** at the Houston Science Fair. Through our “**Spirit of Apollo**” **Scholarship Program** we kept in contact with all the local colleges and universities in the area and help make them aware of the aerospace profession. Our Section website includes a list of Section Officers and Committee Chairs. It includes information about section activities and our public outreach efforts. Our Houston Section **website** includes a Public Policy link. This site features Houston Area Congressional Contact Information, a link to *Legislative Update* at AIAA Headquarters and we include articles and/or information from our Public Policy Committee. We utilize our large AIAA Houston Section Display Board at section events to explain AIAA’s role in Public Policy and to encourage members to join the Houston Section Public Policy Committee. Multiple articles contained in the Section newsletter, *Horizons*, were used to keep the membership informed about events such as CVD and report the outcome of such events.

2. Describe your sections’ involvement in Congressional Visits Day. Did your section develop a local CVD message/position/inputs? Houston Section Council members, Nicole Smith (Chairperson), Wayne Rast (Public Policy Committee Member), Sophia Bright (Vice-Chair Operations), and Bill Atwell (Chair of Life Sciences, Human Factors & Space TC) represented the Houston Team for Congressional Visits Day (April 7th and 8th 2003) in Washington, DC. The Houston section, along with representatives from other Texas sections, was able to meet directly with Congressmen Nick Lampson and Chris Bell. The team also met with staff members from the offices of Congressmen Kay Bailey Hutchison, Michael Burgess, John Cornyn, Sheila Jackson-Lee, Ralph Hall, Tom Delay, Lamar Smith, and Joe Barton. The purpose of the individual meetings was to express our gratitude for their past support of the space program and encourage their continued support, especially of activities centered around the Johnson Space Center. Additionally, we stressed that AIAA Houston is a resource that they should not hesitate to contact if they have questions about the aerospace industry. We developed our fourth annual **Houston Section Message** (see Attachment A) to present to the congressional offices. This package focused mainly on those items considered to be critical to the Houston section. We solicited inputs from local aerospace companies and worked the package’s development as a committee. We also followed up with letters (see Attachment B) to each congressman thanking them for their time and highlighting specific items that were discussed during our meetings. We encouraged them once again to consider the Houston section as a resource regarding aerospace issues. We also continued contact with the offices of Nick Lampson and Chris Bell to provide information for the representatives’ offices.

3. Describe any involvement with science organizations, vocational guidance, speakers’ bureau, science fairs, etc. The Houston Section continues to work with our **Educator Associates** to help inform them of aerospace opportunities through

events such as "Physics is Fun" day and by participating in teacher conferences in the area to help inform them of aerospace opportunities. This includes displays of AIAA activities and mission statements. We supported several **local public educational functions** such as Future City Competition, Mars Design Settlement Competition, and Science Fair judging, as well as "Physics is Fun" days. We sponsored a team of students in the **FIRST Robotics Competition**. The **Fifth Annual Mars Settlement Design Competition** was held on February 21st-23rd of 2003, with 157 students spending the weekend at NASA designing a futurist settlement on Mars. The kids had real life experiences in management and working with others toward a single goal. The Houston Section handled registration, and had members supporting the events in multiple roles. Our members spoke to classes during local **National Engineers Week** about the space program and aerospace opportunities. Houston Section AIAA members served as judges to **44th Annual Science and Engineering Fair at Houston** this year. The Section sponsored the three **Best Aerospace Awards** at the Houston Science Fair. Through our "**Spirit of Apollo**" **Scholarship Program** we kept in contact with all the local colleges and universities in the area and help make them aware of the aerospace profession. Our Section website includes a list of Section Officers and Committee Chairs. It includes information about section activities and our public outreach efforts.

COMMUNICATION

1. Does your section have a home page? Do you utilize the AIAA sponsored Web site service to host your Web site or is it hosted elsewhere?

Yes. The AIAA Website was hosted on the NASA/JSC server for the majority of the year, and is currently being transitioned to our own personal site that has much greater capability!

2. What are the most important features of the Web site and what is the most utilized feature of the Web site. It is the most timely and comprehensive source for our Section's activities and purpose.

3. How often is it updated and do you have a Webmaster/manager? It is updated continuously (several times a month). We do have a Webmaster, Glenn Jenkinson.

4. Do you use it to promote upcoming section activities? How? Absolutely! All of our upcoming section activities are advertised on our website, and it is frequently the most up-to-date location for program information.

5. Describe any new or unique features added this year. With the new website and hosting services, we are implementing more extensive listserve capabilities, including specific listserves for Council, the Operations Committee, and the Technical Committee, as well as the ability to take on-line reservations.

6. Number of newsletters published this year. 6

7. What article received the most attention or interest this year? Although it can't be narrowed down to simply one article, the entire newsletter that highlighted our **WSC 2002 activities** drew the most attention.

8. Describe section publications other than the newsletter. Include information on the content, frequency and distribution. Permanent easel displays in 10 different buildings in JSC community, tabletop displays at events, display boards in multiple buildings, bulletin board flyers, NASA and local aerospace company papers and electronic newsletters, and local community paper provide activity and membership information for members and non-members. Letters to NASA and aerospace company managers and supervisors of members to thank them for support of their employees and praising employees for their hard work as a volunteer. Telephone calls as reminders for events and membership renewals, as well as to welcome new members.

9. How does the section utilize electronic communication (e-mail notification, etc.)? The Section sends email and/or fax announcements in addition to our newsletters and website. We send meeting and program announcements to the Section, local media contacts, student branches, regional officers, and other sections in the region via email. We also utilize the JSC CyberDaily electronic newsletter and JSC Today email announcement service, as well as electronic bulletin boards and e-newsletters for local aerospace companies.

FINANCIAL SUMMARY (this portion of the report does not satisfy the requirements for an audit report)

Beginning Balance	<u>07.01.2002</u>	<u>\$34386.99</u>
	Date	
Checking Account	<u>\$3486.25</u>	
Savings Account	<u>\$4664.19</u>	
Other (please specify)	<u>\$26236.55</u>	
Section Rebate	<u>\$5473.18</u>	
Other Income*	<u>\$37421.88</u>	
Expenses	<u>\$42184.08</u>	
Estimated Ending Balance	<u>6-30-03</u>	<u>\$35097.97</u>
	Date	

*Please describe the other sources of Section income: see below

1. What activity raised the most money this year? The Mars Settlement Design Competition raises the most every year, but this is a pass through for the Section since we do not do the fundraising ourselves. Due to excellent fundraising efforts by Mike Oelke, the Student Paper Conference raised \$2000 in local corporate funding to support the event.

2. What activity cost the most this year? As number 1 above, the Mars Settlement Design Competition raises the most every year, but besides that activity, the Student Paper Conference had the next highest cost.

3. What corporate donations were received? United Space Alliance donated towards the Mid-Level Professional's Workshop. Hernandez Engineering, Cimarron, Muniz Engineering, Dynacs, Honeywell have donated to the Student Paper Conference and we are still expecting funds from Oceaneering, SAIC, Raytheon, and Boeing. Mars received donations from Dow Chemical, Lockheed Martin, Honeywell, Cimarron, Hernandez Engineering, United Space Alliance, SAIC, and Raytheon and is still expecting funding from NASA and Boeing.

4. Any income from publications? No

5. Any meetings or functions underwritten or financially supported? Yes. The Mid-Level Professional's Workshop was supported by **United Space Alliance**, the "Boeing Civil Space Programs" dinner meeting (February 11th) was supported by **The Boeing Company**, **several local aerospace companies** (listed above) supported the Region IV Student Paper Conference, and Honeywell donates the use of their office space for Council Meetings. Many of our dinner meetings are held at the NASA JSC Gilruth Center at no cost to the section for the use of the facility during normal hours.

6. Any money received from advertising? No

PROBLEMS AND GOALS

1. Identify any problems/concerns facing the section and identify any corrective action taken or planned.

The first challenge that the Section will face is continuing with the **Integrated Communications** overhaul that we have begun during this current year. We must not lose this momentum and if we continue with these efforts the Section should see a major payoff in a number of areas, including: simplicity in making reservations for events, less mailing and printing costs, and a lower workload for a number of council members.

The second challenge is to **retain and grow our active membership** in a time when corporations are cutting back on personnel yet maintaining or even increasing their contract deliverables. Section members are being forced to choose in their busy lives between work, family, and other commitments such as AIAA. We must make the Section members feel that they are wanted, that they are an important part of our Section and community, and we need to show them (and the companies for which they work) the many benefits of being an active member.

The third challenge that the Section faces is **maintaining a budget** during a time when the national economy is on a downturn, aerospace corporations have less money to donate to worthy charitable causes, and interest rates have bottomed out. We must be sure to make intelligent investments, strive to host a major conference that will add to our income, and convince local aerospace corporations that it is highly beneficial to their companies to support AIAA as an organization and their employees who are active members in AIAA.

2. Recommend up to three (3) priority goals for next year.

1) Continue with implementing the Integrated Communications plan by finishing the new section website, activating the online reservations capability, and overhaul the email listserves, thereby transferring many Section members to email newsletters and decreasing paper mailings (and therefore, reproduction costs) by 20%.

2) Increase active membership by continuing to contact new and two-months-out members, and celebrate the Houston Section's 40th anniversary by hosting a reunion/membership drive in the autumn timeframe.

3) Secure Section finances in economical downturn by managing our resources wisely, improving relationships with local aerospace corporations, conducting a fund-raising conference in Spring 2004, and improving our scholarship fund capabilities by investing in a better interest-bearing fund.